



Missouri DHSS Child Care Training Approval Process with comprehensive training outline document attached **Online on Demand training sessions**

Questions about required contents of an application, publishing a training session, or managing attendance may be sent to CCTraining@health.mo.gov.

Technical issues encountered while using the Missouri Workshop Calendar (errors, account issues, etc) should be sent to Child Care Aware of Missouri at contactus@missouriworkshopcalendar.org.

Below are step-by-step instructions for online on-demand training approval and attendance reporting using the Missouri Workshop Calendar (MWC). The instructions here provide clarification for submitting the application with an outline attached in lieu of entering each section of the training into the application outline. These instructions are intended only for online/distance on-demand training sessions which are not scheduled, but available at any time. Individuals who require verbal instruction should email CCTraining@health.mo.gov to schedule a time to receive assistance with this process.

At a minimum, the comprehensive training outline that will be attached to the application should include:

1. Training Title exactly as it appears on the application
2. Detailed information about each section of the training to justify the length of the training
3. Estimated number of minutes for each section of the training

STEP 1: OBTAIN A MOPD ID or LOOK UP A MOPD ID www.mopdid.org

To apply for clock hour training approval, a Missouri Professional Development ID (MOPD ID) is needed. This 6-digit number can be obtained instantly by entering a name, last 5 SSN, DOB, and email address. Trainers are not required to enroll in the MOPD Registry – only the 6-digit number is needed.

A MOPD ID is required for the individual submitting the application and at least one individual responsible for the development of the training modules. This individual will be referred to as the “Trainer” in the application, though the course is actually offered online on demand or in a distance learning format.

STEP 2: SET UP A MISSOURI WORKSHOP CALENDAR ACCOUNT www.moworkshopcalendar.org

After obtaining a MOPD ID, create an account on the MO Workshop Calendar so that an application can be submitted. **Be certain to indicate in the account settings that you would like to submitted training applications for approval and be a trainer in order to access all functions of the MWC.**

NOTE: Work is saved automatically when working in the MWC, although it is advised to click “Update” at the bottom of the page before proceeding. After leaving the site during the application process, the applicant may return to the site and begin working on the application, which will be saved as a “Draft” in the account library. To locate draft applications, Go to the Dashboard, click “Apply for training approval” and click the blue “View all applications” link at the bottom of the gray box and select “Drafts” at the top of the screen.

STEP 3: SUBMIT AN APPLICATION

An application must be submitted for each unique training session offered. “Child Care Basics” as a 1 hour session and “Child Care Basics” as a 1.5 hour session would be entered as two separate applications in order to award the proper number of clock hours. Each application is approved for a three-year period. **It**

is advised to submit the application with a title that includes the number of clock hours (e.g. Child Care Basics 1.0 or Child Care Basics 1.5) to help distinguish them in the account library. If the actual training time does not coincide with the actual number of hours of the training, please note that partial or extended credit may not be awarded to participants without completing the application process for the correct number of clock hours.

1. Sign in to www.moworkshopcalendar.org and go to the Dashboard
2. From the “Apply for training approval tab”, select “Start a new training application”
3. Click “Begin” at the bottom of the screen
4. Enter the trainer’s MOPD ID number and click “Look up MOPD ID”, then add any additional trainers
5. Select Lead trainer and click “Next”
6. Contact information will fill in automatically, click “Next”
7. Choose “Online/distance training” format
8. Do not select an Endorsement unless it has been requested by DHSS, click “Next”
9. Enter
 - a. Event (Training) Title
 - b. Number of Hours (minimum of one)
 - c. Brief Description
 - d. Outcome (e.g., “Child care providers will describe three resources for finding current research on caring for infants and toddlers and how to apply research to daily practice.”) Click “Next”.
 - e. Select Delivery Method (Online-asynchronous) and complete “Technical Support”, “Completion”, and “Assessment Process”
10. Select Core Competency (Only one core competency is required for the entire training. There may only be a **maximum** of one or two competencies per hour) Click “Next”
11. On the far right of the box, click “Add Activity”
12. Enter the Number of Minutes of training
13. In the Activity description” box, type the title of the training
14. Under “Upload supporting materials files...”click “save this activity”. This will allow the upload of supporting materials files. Click “Choose File” then select the training outline. It is not necessary to type a name for the file, but it may help for future reference. Click “Upload file.” Repeat for additional files. PowerPoint files or other training handouts can be uploaded to be accessed at any time from the site.
15. Click “Save and return to outline”
16. On the far right of the box, click “Add Activity” again
17. Leave minutes blank and type “Assessment” in the Activity description box
18. Under “How will you assess learning...” type how participant learning will be assessed
19. Click “Save and return to outline”
20. On the far right of the box, click “Add Activity” again
21. Leave minutes blank and type “Core Competency” in the Activity description box
22. Under “Select a competency...” Choose one of the competencies from the drop down list. Only the competencies selected earlier will show in the list
23. Write the objective for each competency – what participants are expected to be able to do once they have been trained on the competency. (e.g., “Child care providers will describe resources for finding current research on caring for infants and toddlers and how to apply research to daily practice.”)
24. Repeat for each of the competencies
25. Click “Save and return to outline”, Click “Next”

NOTE: SEE A SAMPLE OF WHAT THE COMPLETED TRAINING APPLICATION OUTLINE SHOULD LOOK LIKE AT THE END OF THESE INSTRUCTIONS.

26. Select Target Audience (all that apply) to whom the training is relevant
27. Select Age Group (all that apply) with whom the participants will use the knowledge gained in the training, click “Next”
28. If the session (trainer) evaluation is not included in the training outline attachment, attach the session evaluation document
29. If a sample of the session certificate is not included in the training outline attachment, attach a sample certificate
30. Content references are not required, but may be added if not in the lesson plan
31. Click “Next”
32. The application sections may be reviewed by clicking any of the blue links at the top of the page
33. When the application is complete, click “Complete application”
34. The training application will be reviewed by DHSS within 30 days (often within one week or less) and when approved, the application will appear in the applicant’s library on the Missouri Workshop Calendar

STEP 4: ATTENDANCE TRACKING

As participants enroll in/complete the training, please collect their Missouri Professional Development ID (MOPD ID) numbers along with their name. Participants should be directed to www.mopdid.org to obtain or look up their MOPD ID if they do not have one.

STEP 5: ATTENDANCE REPORTING

Method for attendance reporting should be discussed with OPEN Initiative. OPEN Initiative is the agency that collects and reports Missouri’s child care professional development records. Contact OPEN at openinitiative@missouri.edu or 573-884-3373 to discuss how to report online/distance on demand training completion records to the Missouri Professional Development System, required as a part of the approval process.

STEP 6: CERTIFICATES

Trainers must provide certificates to training participants while we are transitioning to the electronic system. On the certificate please include:

1. Training name
2. Organization or training developer name
3. Participant name
4. Number of hours
5. Date
6. Training approval number (The approval number will be a 9-character code. To look up the 9-character approval code, Go to the Dashboard, click “Apply for training approval” and click “View all applications” and select “Approved” at the top of the screen.)

SEE NEXT PAGE FOR SAMPLE OF TRAINING APPLICATION OUTLINE.

Time	Description / Assessment	Support Materials/Media	Core Competency / Objective
60	Type the "Exact Training Title" in the Activity description box.	Upload the TRAINING module and relevant support materials.	Not provided.
0	Type "Assessment" in the Activity description box and type the assessment information in the "How will you assess learning for this activity" box. Assessment: Describe the type of assessment here "10 multiple choice/15 quiz at end of training" (quiz questions do not need to be included)	Not provided	Not provided.
0	Type "Core Competency" in the Activity description box. Complete the "Choose a competency" and "Write your own objective" portion of the application.	Not provided	1.1.1.a / Objective: Type the objective for the core competency competencies/objectives. You would select "Add additional competency/objectives/objectives. Only one competency/objective is required"